

# NEW CASTLE COUNTY GOVERNMENT

Number 0177

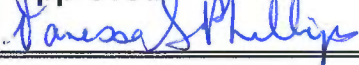
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## CLASS SPECIFICATION

Date 11/10/16

Title: CHIEF DEPUTY CLERK OF THE PEACE

Approved:



GENERAL STATEMENT OF DUTIES: Performs responsible management and supervisory work and special projects in the Office of the Clerk of the Peace; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the planning, management, and supervision of the overall operations of the office of the elected Clerk of the Peace. This employee makes recommendations for cost efficiency measures, maintains updates and upgrades to the WebMarriage software used for issuing marriage licenses, certified copies and fee reports. Interacts with Clergy, and the general public to ensure compliance with Title 13 of the Delaware code regarding marriage laws. Supervises the scheduling of, and performs civil marriage ceremonies. Work is performed under the general supervision of the elected Clerk of the Peace.

EXAMPLES OF WORK: (Illustrative only)

- Manages the daily operations of the office to include supervision of employees, writing evaluations, maintaining documentation of employee performance, administering discipline in accordance with promulgated personnel policies, approving leave slips/timesheets/payroll, preparing financial justifications for personnel selections, designing and implementing employee training, responding to employee complaints/problems/conflicts/ideas, enforcing merit system rule, personnel policies, union rule, office policies, preparing agendas/summaries for and leading staff meetings and Deputy meetings;
- Manages changes in safety policies and/or evacuation procedures, coordinating responses to safety, security threats and serving as liaison with building security/police;
- Accounting duties include analyzing manual bank reconciliations and voided transactions, signing checks for timely payment of the office's financial obligations to third parties, controlling access to the safe, serving as liaison with financial institutions and couriers for deposit-related issues, evaluating and rendering spending decisions, budget preparation and monitoring;
- Assists the elected Clerk of the Peace in presentation of budget to County Executive and County Council, compiling monthly statistics necessary for budget justification and for use by the Clerk of the Peace and the State of Delaware, tracking and monitoring revenue and expenditures, collaborating with County Auditor and external auditor to answer questions and prepare documents related to the audit for review;

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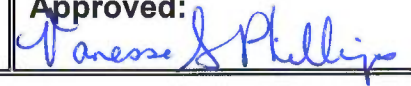
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## CLASS SPECIFICATION

Date 11/10/16

Title: CHIEF DEPUTY CLERK OF THE PEACE

Approved:



- Performs civil marriage ceremonies;
- Interprets the Delaware Code and New Castle County Code as they relate to the laws affecting the Office of the Clerk of the Peace;
- Supervises, distributes and evaluates the work of subordinates and coordinates vacation requests;
- Develops office policies and procedures for review by the elected Clerk of the Peace;
- Serves in liaison capacity between the office, the general public, and Law Enforcement agencies;
- Directly responsible for communication, implementation and supervision of all projects involving office building maintenance as it relates to the Clerk of the Peace office;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of modern principles and practices of business, office management and accounting practices; thorough knowledge of administrative principles; thorough knowledge of laws and regulations relating to the activities of marriage, civil unions, divorces, annulments, and dissolutions; ability to plan office systems and to establish complex administrative procedures; ability to draw valid conclusions; ability to establish and maintain effective working relationships with the Executive Office, County Council, office staff, department general managers, and the general public; ability to communicate courteously and effectively, both verbally and in writing; demonstrated the ability to manage operational functions and supervise personnel with tact and diplomacy.

**MINIMUM QUALIFICATIONS:** At least five (5) years of experience in management, including two (2) years in the direct supervision of employees; possession of a degree or course work from an accredited college or university with emphasis on business administration, accounting, finance, or related field; or equivalent experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Must pass a Class III County physical examination and background check.

**HISTORY OF REVISIONS:**

Established: 03/28/17